

April 8, 2015

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 8, 2015.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:37 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 18, 2015

Mr. Griffin made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of March 18, 2015, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Personnel)

Mrs. Parrilli made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. PERSONNEL: HIRE: MARK AUGUSTINE, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE APRIL 28, 2015.

The roll call vote for approval was unanimous.

BILLS

A motion was made by Dr. Maks, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

DIRECTOR'S REPORT

USAGE----Circulation in March was up more than 7% with big gains in the check-out of video formats and eAudiobooks. Youth books also show an increase in use and Bookmobile circulation was up once again. Reciprocal borrowing is staying at under 9%. Computer use was up 18% over last March and Study Room bookings were up 21%. Clearly, most renewals are being accomplished remotely by patrons via digital means and most fine payments are similarly handled by patrons although more fines are cleared in the process of self check-out than remotely. The Gate Count was up slightly to 67,279 for the month. While the Gate Count has been relatively flat, the library had 14,553 unique visitors to the Encore Enhanced Catalog from outside of the library and another 2,046 unique visitors to the Mobile Catalog. Virtual library use has become standard for many of our patrons.

VAN THEFT----The library van was stolen from in front of Mrs. Anthony's house sometime Saturday night, March 21. The van was found by Police in Calumet City. The ignition had been torn out in starting the van, but Police interrupted several thieves before they had a chance to strip the vehicle. After being towed back to Skokie, dusted for fingerprints by the Skokie Police, and repaired at Gerber's, we were able to pick the van up March 31. I was out of town the week of March 22 and Susan dealt admirably with all the reports and arrangements.

BROKEN LINE TO COOLING TOWER----It is always tricky this time of year to figure out when to begin readying the system for cooling. We did so in March and experienced a line freeze in the dip back into sub-freezing temperatures late in the month. The line has been repaired and we await the cooling season.

FIRST BANK AND TRUST PROMOTION----First Bank and Trust is sponsoring a promotion in May that will feature the library's Booking with a Buddy program to their customers. Bank customers will be able to choose from among several titles which the Bank will purchase to be given to the young children at the end of the reading program. The value of the benefit is \$500.

SUMMER LUNCH PROGRAM----The library will participate in a summer lunch program with 35 lunches per day to be given to students from Lincoln Jr. High who are

part of the Community School Program. There is no cost to the library to provide the box lunches which will help ensure that these children have at least one substantial meal daily.

COMING TOGETHER IN SKOKIE----Coming Together in Skokie had a program at the Holiday Inn March 31 called, "What are you going to do about Racism?" Panelists from each of the previously featured cultures talked about the experience of racism by their communities, followed by group discussion and then discussion in pairs and foursomes, led by Eileen Heineman, Director of Racial Justice Programs at the Evanston/North Shore YWCA. About 75 people attended the program and all were amazed by the candid and refreshing conversations. We are preparing for participation in the national Stand Against Racism to be held April 24.

The Board and Mrs. Anthony congratulated Dr. Maks and Mrs. Greer on their reelection.

APPROVAL OF PROJECTED END-OF-YEAR BALANCE

Mrs. Anthony distributed a Projected Balance Sheet for the Fiscal Year ending April 30, 2015. Revenues are anticipated to be 3% below projections while expenses should be 13% less than budgeted. We received a notice in January of award of a Per Capita Grant from the State in the amount of \$80,980.00 to be expended by August 15, 2016 so it may apply in fact to FY2016 when it is finally received.

Regardless of the timing of the receipt of the Per Capita Grant check, we anticipate a balance well in excess of \$1 million for FY2015. With plans in process for a new Bookmobile, an order out for a new library vehicle, capital projects for installation of updated audiovisual equipment in several meeting rooms, and the renovation of the Youth Computer Lab, we will be making significant capital expenditures in the new Fiscal Year.

Mrs. Anthony recommends the transfer of \$1 million to the Reserve Fund for Sites and Buildings.

Brief discussion followed.

A motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TRANSFER OF \$1,000,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS.

The roll call vote for approval was 7 ayes, 0 naves; the motion passed unanimously.

A motion was made by Mrs. Rich, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE THE TRANSFER OF ANY REMAINING BALANCE (APPROXIMATELY \$300,000) TO BE ASSIGNED TO WORKING CASH.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF OPERATING BUDGET FISCAL YEAR 2015-2016

Mrs. Anthony distributed the proposed budget for General Operating Expenditures for Fiscal Year 2015-2016. Last month, the Board approved pay increases of up to 3.6%, allotted for in the lines for Salaries, IMRF, and FICA. Adjustments to other lines at this point are small.

We received a quote of just over \$6,000. for the FY2015 audit and were told that the additional amount for the separate IMRF audit required this year should be small so an allotment of \$8,000. in that line should be sufficient. The Materials Processing line has been adjusted to include some processing fees that had been included in the Physical Content line. The consolidation of the fees in this line will give a truer picture of both processing costs and expenditures for actual library materials. The Utilities line has been increased by \$1,000. as we have used more energy this past year with the extremely cold weather. After two years of such, it appears to be a pattern. Postage has been increased to allow for the delivery of the library calendar on a bi-monthly rather than a quarterly basis beginning in fall 2015. The increase in Printing & Publicity will accommodate the greater number of different attractive publications being generated. The Copier Lease line is being eliminated since Mark's recommendation is to purchase the new public copiers. Another \$1,000. has been added to the Library Supplies line since it will be overspent this year.

In summary, we project approximately \$11.25 million in Operating expense and \$1.25 in capital allotment for a total budget of \$12.5 million.

Board approval of the budget is needed at this meeting.

A motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FISCAL YEAR 2015-2016 BUDGET IN THE AMOUNT OF \$12,512,463. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

Skokie Public Library Budget for FY 2015-2016

ACCOUNT NAME	Budget FY 2015-2016		
Salaries	6,241,657		
Professional Services	40,000		
Audit	8,000		
Materials Processing & ILL fee	65,000		
Maintenance of Equipment	71,000		
Maintenance of Buildings & Grds	202,000		
Maintenance of Auto Equipment	20,000		
Insurance (Health, Dental & Life)	680,000		
General Insurance	150,000		
Utilities	83,000		
Conference, Mbrshps, Wkshps	105,000		
Postage	26,000		
Printing and Publicity	77,000		
Data Processing	3,000		
Reception & Entertainment	17,000		
Programming	68,000		
Technology/Network	460,000		
Cable/Media Lab	10,500		
Physical Content	1,023,000		
Leased Content	175,000		
Learning	80,000		
Research	175,000		
Small Equipment	16,000		
Library Supplies	99,000		
Janitorial Supplies	37,000		
Office Expense and Transportation	2,000		
Furniture and Equipment	35,000		
Employer's IMRF	750,000		
Employer's FICA	467,250		
Contingency	80,000		
General Operating Total	11,266,407		
Capital	1,246,056		
2001 Bond Debt Repayment	1,261,225		
TOTAL	13,773,688		
Adopted 04-08-2015			

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF CHANGES IN CIRCULATION POLICIES

Last month, Mrs. Anthony gave the Board background information on the concept of a Teen card that a young person could sign up for on their own, without having to obtain a parent's signature. The Board asked for specific policy proposals for this card.

- Young adults in grades 9-12 can obtain a library card through customary procedures with a parent's signature and have unrestricted check-outs.
- A Teen card may be obtained by a young adult in grades 9-12 by showing a school ID and a piece of mail with their address on it or through the opt-out registration when they sign up for high school at District 219.
- The expiration date will be their date of graduation from high school.
- Check-out of library materials is limited to three items at a time.
- There is no fine limit that will block their card from program registration, computer use in the library or use of digital resources.
- A lost card can be replaced once at no charge.
- High school and middle school students may earn fine waivers by:
 - Attending a program or event \$3.00
 - Volunteering per hour, writing a book review, or earning a digital badge \$4.00
 - Completing the summer reading program \$10.00
 - Waivers must be signed by Jessi Schulte or Shauna Masura. They may be used for waivers of fines only, not for lost materials.

A related, but distinct request from Mick Jacobsen is to lower the late fee on circulating Digital Media Lab items and STEAM Kits from \$5 per day to \$1 per day. This modification will bring the fines for Digital Media Lab items and STEAM Kits into alignment with the fines library materials such as DVDs. This alignment will improve customer satisfaction and simplify procedures for staff. The library owns enough of these types of items that waiting lists are not problematic.

Mrs. Anthony requested Board approval of these changes in circulation policies.

Discussion followed regarding some high school students over the age of 18.

A motion was made by Dr. Maks, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A TEEN CARD WITH THE PARAMETERS AS OUTLINED ABOVE EFFECTIVE JUNE 1, 2015.

The roll was called: Dr. Maks—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mr. Griffin—yes; Mrs. Hunter—yes; Mr. Prospero—yes. The vote was 6 ayes, 1 nay; the motion passed.

A motion was made by Mr. Griffin; seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES LOWERS THE LATE FEE ON CIRCULATING DIGITAL MEDIA LAB ITEMS AND STEAM KITS FROM \$5 PER DAY TO \$1 PER DAY EFFECTIVE MAY 1, 2015.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF MEETING ROOM AV UPGRADES

Last month, Mrs. Anthony gave the Board estimates for upgrading the audiovisual equipment in the three library meeting rooms and adding AV equipment to a fourth room at a cost of approximately \$64,000. The request was for permission to go out to bid on the proposal. The Board asked for costs to be broken down by room, prioritized, and for more information about the need and potential benefit of each installation.

Mrs. Anthony distributed a list of rooms in priority order with bulleted points about the rationale for the technical upgrades. The approximate cost for each of these upgrades is as follows:

Adult Computer Lab	\$17,515.00
YS Program Room	\$15,190.00
Board Room	\$18,980.00
Craft Room (new)	\$12,570.00

The Mary Radmacher Room and the Book Discussion Room have fully upgraded audiovisual systems. The Petty Auditorium was partially upgraded with a new stage podium, equipped with a PC, VGA and HDMI inputs for laptops, and a touchscreen for managing the various inputs, including the movie projector. The movie projector will need to be replaced in FY2016 and, because it requires a long-throw lens, the cost will be \$15,000 or more. Also, the sound system currently is a composite with the receiver/amplifier dating back to the 1970s. It also does not support sound amplification for hearing impaired persons. An upgrade of the sound system and purchase of a new loop system for hearing impaired persons might cost about \$20,000. although a professional estimate for the system was not obtained.

Upgrade of the Petty sound system and projector in FY2016 will be required. If anything can be deferred, it would be the new installation of AV equipment in the craft room. However, more programs and activities are scheduled in that room. The summer BOOMbox focus on gardening will take place largely in the Craft Room because of the installed sink.

Mrs. Anthony requested Board consideration of permission to bid out all or some of these projects.

Brief discussion followed.

A motion was made by Mrs. Greer; seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GIVE PERMISSION TO GO OUT TO BID FOR AV UPGRADES FOR THE ADULT COMPUTER LAB IN AN AMOUNT ESTIMATED AT \$17,515.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

A motion was made by Mrs. Parrilli, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GIVE PERMISSION TO GO OUT TO BID FOR AV UPGRADES FOR THE YOUTH SERVICES PROGRAM ROOM IN AN AMOUNT ESTIMATED AT \$15,190.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

A motion was made by Mrs. Rich, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GIVE PERMISSION TO GO OUT TO BID FOR AV UPGRADES FOR THE BOARD ROOM IN AN AMOUNT ESTIMATED AT \$18,980.

The roll call was called: Dr. Maks—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mrs. Parrilli—yes; Mr. Griffin—yes; Mrs. Hunter—no; Mr. Prosoperi—no. The vote for approval was 5 ayes, 2 nays; the motion passed.

A motion was made by Mrs. Parrilli, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GIVE PERMISSION TO GO OUT TO BID FOR AV UPGRADES FOR THE CRAFT ROOM IN AN AMOUNT ESTIMATED AT \$12,570.

The roll was called: Dr. Maks—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mrs. Parrilli—yes; Mr. Griffin—no; Mrs. Hunter—no; Mr. Prosoperi—no. The vote for approval was 4 ayes, 3 nays; the motion passed.

Information on upgrades to the Petty Auditorium will be brought to the Board at a future date.

APPROVAL OF OBJECTIVES FY 2016

Mrs. Anthony distributed the staff's proposed objectives for FY 2016. This is the third and final year of our current strategic planning period. In the fall/winter we will begin work on a new strategic plan for 2016-2019.

Significantly, this year the Department Heads initiated meetings regarding objective setting on their own, getting together to talk about objectives which crossed departmental lines and critiquing each other's proposals, designating some as tasks below the level of an objective. For that reason, there are fewer objectives this year, but a number of them are substantial. There is also increased awareness of the need for objectives to be measurable, to have a clear completion. One objective is to implement outcome measures for a number of library services. Outcome measurement assesses the degree of change in knowledge, skills, attitude or behavior as perceived by the patron. Collectively, outcome measures are an indicator of community impact.

Mrs. Anthony requested Board approval of the objectives which constitute a work plan for the year.

A motion was made by Mrs. Hunter, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE OBJECTIVES FOR FISCAL YEAR 2016 AS PRESENTED.

The vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF MAINTENANCE OF HVAC EQUIPMENT FOR 2016

Richard Simon, Maintenance Manager, worked with a consulting engineer Jeffrey Chamberlin of the 20/10 Engineering Group to revise the specifications for building maintenance and issue an RFP for competitive bidding. The RFP was sent to a list of HVAC contractors vetted by Mr. Chamberlin for annual maintenance proposals for a three year period 2015-2018.

Proposals were received from four companies with bids as follows:

- Anchor Mechanical Company – Annual \$21,180.
 - Business Hourly Rate \$122. Sunday/Holiday Rate \$235. Monthly \$1,765.
- Kroeschell Company – Annual \$47,760.
 - Business Hourly Rate \$142. Sunday/Holiday Rate \$246. Monthly \$3,980.
- NorthTown Mechanical Services – Annual \$21,348.
 - Business Hourly Rate \$124. Sunday/Holiday Rate \$248. Monthly \$1,779.
- Oakbrook Mechanical Company – Annual \$22,950.
 - Business Hourly Rate \$135. Sunday/Holiday Rate \$202.50 Monthly \$1,912.50

Rich Simon and Mr. Chamberlin reviewed the four proposals received and checked with references given. Anchor Mechanical Company and NorthTown Mechanical were very close in their bids. We have worked with NorthTown for two decades. Rich feels that NorthTown “has always been able to resolve our HVAC issues when brought to our attention.” He doesn’t think their preventive maintenance has been as consistent as in the past. We always had two service techs who performed work on our systems, but when one retired last year, we just see the remaining technician.

Anchor Mechanical has proficiency with our Andover building maintenance software. They offer an electronic format for all work performed on equipment for easy record keeping and verification of preventive maintenance. They also had excellent references from the Hinsdale Public Library, University of Illinois at Chicago Center, and the Midwestern Regional Medical Center.

Richard Simon proposes that the contract for maintenance of Skokie Public Library’s mechanical systems be awarded to Anchor Mechanical for the low annual price of \$21,180. There is provision in the agreement for extension of the contract for an additional twelve months with annual cost increase to match Union or CPI cost increases, not to exceed 5% for the year.

Mrs. Anthony requested Board approval of the proposal to award Anchor Mechanical the contract for HVAC maintenance for Fiscal Year 2016 for the cost of \$21,180.

After brief discussion, a motion was made by Mrs. Hunter, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSED HVAC MAINTENANCE AGREEMENT WITH ANCHOR MECHANICAL FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$21,180.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF RENEWAL OF SERVICE AGREEMENT WITH 3M

Skokie Public Library's automated materials handling system, RFID security detection system and six self-check stations for use by the public are all provided by 3M. Renewal of the annual maintenance for the hardware and software involved in these systems for the FY2016 is \$49,931.00.

The service agreement covers labor, parts, and equipment modifications necessary to keep the equipment operating at peak performance.

Mrs. Anthony recommends renewal of the 3M service agreement in the amount of \$49,931. as proposed.

A motion was made by Mrs. Parrilli, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE 3M SERVICE AGREEMENT IN THE AMOUNT OF \$49,931. FOR FISCAL YEAR 2016 AS PRESENTED.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF ANNUAL MAINTENANCE FOR INTEGRATED LIBRARY SYSTEM

The quote for annual maintenance (May 2015-April 2016) for our Innovative Interfaces integrated library system arrived with a 3.5% increase and a 10% fee if we choose to pay monthly for a total of \$60,021.84. The fee covers maintenance for the software that runs our circulation system, public catalog, and acquisitions system and is inclusive of minor upgrades as well as support and trouble shooting.

We can pay in full May 1 out of the Technology Line of the FY2016 budget and save the surcharge for monthly payment. Mrs. Anthony requested Board approval of annual maintenance to Innovative Interfaces in the amount of \$54,562.43 for Fiscal Year 2016.

A motion was made by Mr. Griffin, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL MAINTENANCE CONTRACT TO INNOVATIVE INTERFACES FOR FISCAL YEAR 2016 IN THE AMOUNT OF \$54,562.43.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF PUBLIC COPIER REPLACEMENT

Board approval is sought for the replacement of the public copiers. Mark Kadzie, Information Technology Manager, asks the Board to approve the Image Systems & Business Solutions proposal for \$20,489, to come from the FY2015-2016 technology budget line.

The current lease for the six public copiers ends on June 18, 2015. Six Savin C9020 copiers will be replaced by five new copiers. Four vendors representing three copier lines (Ricoh and Savin are different in name only) offered proposals. Each vendor was asked to submit a proposal based on the criteria in Appendix A. (Appendix A was distributed.)

The Konica and Toshiba offerings were eliminated in the initial assessment. The downside of the Toshiba was its lack of a proven track record in a public setting. The Konica copiers are probably the most solidly built, but they are also the most expensive. The other negative with Konica is that the interface is not the most user-friendly.

The library currently uses Savin public copiers, and they have served the public well these past five years. Choosing a Ricoh or Savin is not only the most economical option but will also allow us to maintain a consistent user interface, one that is friendly and familiar to the public. A big plus!

With either Ricoh or Savin the choice comes down to the offerings of two companies: Image Systems & Business Solutions (ISBS) and Illinois Paper & Copier (IPC). We have been a customer of ISBS for more than ten years now. Mr. Kadzie feels that Jason, our sales rep, has looked after and taken care of the library during this time. In addition the service has been good as well. IPC is the newcomer, eager to obtain our business.

In the past the library has always leased public copiers. That was the initial thought again. The leasing proposals are summarized in the chart in Appendix B. However, after further consideration there is no compelling reason to lease the copiers and pay the finance charges. Thus Mr. Kadzie asked the two vendors to give him their best price to purchase the five copiers outright. ISBS' offering is \$20,489; IPC's is \$18,500. While that is essentially a \$2,000 difference in IPC's favor, considering the long history of good service and an attentive relationship, Mr. Kadzie's recommendation is to stay with ISBS and approve their proposal.

Discussion followed. The Board questioned the number of copiers needed; and the advantages/disadvantages to leasing vs owning the machines and exact figures to do

each. If a machine dies in year three and the library owns it, what recourse is there? The Board also questioned the recommendation of the higher bid.

A motion to table this item until the May Board meeting was made by Mrs. Hunter, seconded by Dr. Maks. The vote was 7 ayes, 0 nays; the motion passed unanimously.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the February 27, 2015, RAILS Board of Directors meeting. The following information was taken from the video recording and supporting documents.

Financial Report: RAILS Finance Director Jim Kregor announced that the financial report ending January 31, 2015, reflected a balance of \$25,600,000 in cash and investments, an increase of \$2.3 million from the balance of December 31, 2014, due to receiving payments totaling \$3,169,889.95 from the Area and Per Capita Grant in January. This month's balance represents 29.9 months of General Fund operations. Total year-to-date expenditures continue to be under budget. Mr. Kregor stated that the remainder and timing of the rest of Fiscal Year 2015 APC grant payments is uncertain. It was suggested by a Board member that to address some concerns expressed by library members as to the financial welfare of RAILS, staff could report on the current financial status through various communications. At the end of the meeting, it was mentioned that word from Springfield on the proposals from the new Governor is that there will be a 10% cut in library budgets.

Executive Director's Report: Executive Director Dee Brennan reported on her attendance at the 2015 Book Expo and a report from the Book Industry Study Group, in which predictions vs. trends in retail show that the growth of eBooks and reading on tablets has been over estimated and the demise of traditional (physical) books overstated.

Ms. Brennan announced that staff is currently forming a nominating committee for the May election of filling the five open positions on the RAILS Board of Directors.

Since the Illinois library system's consolidation, buildings have been sold and delivery services streamlined. Ms. Brennan requested that the Board approve the creation of a new position, Assistant Delivery Manager. Board approval is required because of a staffing change to the overall organizational structure.

Mrs. Parrilli also reported on the highlights from the March 27, 2015 Board of Directors meeting. The following information was taken from the meeting's recording and supporting Board documents.

Financial Report: RAILS Finance Director Jim Kregor announced that the financial report ending February 28, 2015, reflected a balance of \$25,300,000 in cash and investments, and a decrease of \$300,000 from the January 31, 2015, balance. This month's balance represents 29.6 months of General Fund operations. The amount remaining to be paid from the FY2015 Area and Per Capita Grant is \$4,290,000. The status and receipt of the remaining funds continue to be uncertain. Mr. Kregor reported that the Illinois Legislature sent Governor a bill to partially cover the current \$1.6 billion budget deficit. He is hopeful that with the projected cuts to government programs RAILS would see approximately \$220,000 less in FY2015. Year-to-date expenditures remain below budget.

Mr. Kregor and Executive Director Dee Brennan reported on the progress on the FY2016 budget, which is required for the APC grant application. Per the request from the Illinois State Library, Mr. Kregor included five scenarios to reflect budgets if state grant cuts come into play. Using this year's equivalent revenues, he presented budget predictions at 5, 10, 15, 20, and 25 percent reductions. They felt that RAILS could handle a 15% cut and still remain solvent.

Executive Director's Report: Executive Director Dee Brennan announced that she and staff are arranging a visit to RAILS headquarters by Congressman Peter Roskam (R-IL 6th District) on May 18. Ms. Brennan presented the quarterly report on the 2015 Strategic Plan. She took questions and comments from Board members.

Illinois State Library Report: An ISL representative reported that with five days remaining to certify for membership, all 411 public libraries in RAILS have been certified through the annual ISL certification program. Several school libraries have not gone through the process because of a lack of staff or in the case of 15 school districts will dissolve or merge through referendum in 2015.

Delivery Committee Report: In 2014 RAILS contracted with Continental Transportation Services (CTS) to outsource its delivery services within the Burr Ridge delivery area. Before renewal of their contract, the Delivery Committee recommended to the Board to consider including the Wheeling service area in the new contract.

The next meeting will be Thursday, April 23, 2015, at Vernon Area Library District in Lincolnshire.

SHORT TAKES FOR TRUSTEES VIDEO: BOARD MEETINGS

The Board viewed the Short Takes for Trustees video, *Board Meetings*.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:55 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Griffin to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary